



APPENDIX A: FORM HUD 52681-B FIELD DEFINITIONS

This document provides information about each of the fields on the Form HUD 52681-B. The information is broken down by the section titles listed on the form.

- Enter data for the specified month only.
- PHA is responsible for ensuring that all information is correct, and that wrong or missing Official HA data is updated in the PIC information system for future data collection use. The fields that are official HA Data and come from PIC are: Name of Authorized HA Official and Official Housing Authority E-mail Address
- Enter all leasing and expense data in positive whole numbers without any punctuation marks or symbols (commas, dollar signs, and decimal points).
- If your PHA has no report for a field, or if the reported value is zero (0), tab through the field and leave it blank; the exceptions are the following fields which do accept entries of zero: “Number of Vouchers Under Lease (HAP Contract) on the last day of the Month” and “All Voucher HAP Expenses After the First of Month”

- All leasing data is to be reported as of the first of the month except where indicated. Unit months leased as of the first of each month must be entered under the month to which they apply.
- Vouchers administered on behalf of another PHA under the portability provisions, and for which HAP is reimbursed to your PHA, should not be reported by you as part of your leasing – they will be reported by the PHA that is paying the HAP. These are commonly referred to as “Port-Ins.” Likewise, the HAP expenses associated with these port-in vouchers, which has or will be reimbursed to you by the other PHA, should not be reported as part of your HAP expenses. They will also be reported by the PHA that is paying the HAP. There is a separate section in VMS called “Regular Portables Administered” with line items for reporting “Portable Units Administered” and “Total HAP for Portable Units Administered.”



- A voucher under lease must be reported in one and only one main category. Vouchers reported under the sub-categories “New Homeowners This Month” and “Enhanced Vouchers” are also reported under the main categories of “Homeownership” and “Tenant Protection” respectively. If a leased voucher could appropriately be reported in more than one category, it should be reported in the ONE category that most specifically describes the voucher, and then enter a comment in the comments field that advises how many units could have been reported in the second category. For example, a VASH participant who has ported and for whom the PHA is being billed, would be reported under VASH rather than under Port Vouchers Paid, with a comment in the comment field stating that XYZ Units & HAP could also be reported in the Port Vouchers Paid category. This will allow HUD to track both categories.
- All HAP expense data is to be reported in the voucher categories as of the first day of the month. HAP expenses should be entered under the month to which they apply rather than under the month in which they are paid. A separate line item at the end of the “Voucher HAP Expenses – First of the Month” section called “All Voucher HAP Expenses After the First of Month” collects HAP costs incurred for new HAP contracts effective after the first of the month. These costs are not reported elsewhere.
- The 5-Year Mainstream program is governed by different appropriation law and funded separately from the Voucher program; therefore, the 5-Year Mainstream program is NOT a category within the Voucher program in VMS. In VMS, there are specific lines provided for 5-Year Mainstream Units Leased and HAP Expenses only. These values are not included in the Voucher Leasing and HAP totals.
- If a value greater than zero (0) was entered in any field under “Voucher Units,” a value greater than zero (0) must be entered in the corresponding “Voucher HAP Expenses” field.

Form 52681-B Field Name	Definition
Contact Details	
HA Number	Housing Authority identification number
HA Name	Name of Housing Authority
HA FYE	Housing Authority Fiscal Year End
Name of HA Point of Contact (POC)	Name of the person who can answer questions about the Form HUD 52681-B data submission. This field is pre-filled with prior VMS information and is editable. Incorrect information should be corrected.
Point of Contact Phone (POC)	Phone number of the PHA Point of Contact. This field is prefilled with prior VMS data and is editable. Incorrect information should be corrected.



Form 52681-B Field Name	Definition
Ext.:	The phone number extension for the HA Point of Contact. This field is prefilled with prior VMS data and is editable. Incorrect information should be corrected.
Point of Contact E-mail Address (POC)	E-mail address for the HA Point of Contact. This field is prefilled with VMS information and editable. Incorrect information should be corrected.
Name of Authorized HA Official	Name of Authorized HA Official (Usually the Executive Director). Prefilled from the PIC system, and not editable. If blank, the user must enter the official's name and then update PIC later.
Official Housing Authority E-mail Address	Official e-mail address for the PHA. This address serves as the primary e-Mail address for official correspondence between HUD and the PHA, and must be the central e-Mail address for the PHA. This field is prefilled from the PIC system, and not editable. If blank, the user must enter the official's e-mail address and then update PIC later.
Submission Type	The state of this form: Original Submission, Revised Submission; this field is prefilled by VMS and is not editable.
Voucher Units – First of the Month	
Litigation	Total number of vouchers leased from award(s) originally made by HUD in conjunction with a judgment or consent decree.
Mainstream 1-Year	Total number of vouchers leased from initial or renewal 1-Year Mainstream funds. Vouchers should only be reported in this category if the PHA has received an allocation of Vouchers for the 1-Year Mainstream program. A voucher is reported in this category as long as it is in use by an eligible participant.
Homeownership Vouchers	Total number of vouchers used for homeownership subsidy rather than rental subsidy
New this Month	Total number of newly assisted homeowners for the specified month. This number must be included in the Homeownership total and cannot be greater than the number of Homeownership Vouchers reported above.
Moving To Work Vouchers	Total number of vouchers leased in the PHA's Moving to Work Program
Family Unification	Total number of vouchers leased from initial or renewal Family Unification program increments, for federal fiscal years prior to 2008. Vouchers should only be reported in this category if the PHA received an award under the Family Unification program from funds prior to FFY 2008. A voucher is reported in this category as long as it is in use by an eligible participant.
2008 and 2009 Family Unification	Total number of vouchers leased this month from Family Unification Program awards made from FFY 2008 or 2009 appropriations
2008 and 2009 Non-Elderly Disabled	Total number of vouchers leased this month from Non-Elderly Disabled Program awards made from FFY 2008 or 2009 appropriations



Form 52681-B Field Name	Definition
Portable Vouchers Paid	Total number of vouchers for which the PHA is being billed by and is remitting HAP costs to another PHA under the portability option. These vouchers are part of the PHA's inventory and are commonly referred to as "Port-Outs".
HOPE VI	Total number of vouchers under lease for households whose vouchers were provided from an award designated for HOPE VI affected participants. A unit is reported in this category as long as the original voucher holder remains a voucher participant, even after the units are renewed and become part of the PHA's baseline units.
Tenant Protection	Total number of vouchers under lease for households whose vouchers were initially provided from an award designated for tenant protection purposes and who were affected by a tenant protection action. This includes vouchers awarded for relocation from or replacement of a public housing property; vouchers for tenants affected by a termination, opt-out, or prepayment of a multifamily assisted development or a property disposition action; and vouchers provided for the replacement of expired Mod Rehab HAP and SRO contracts. A unit is reported in this category as long as the original voucher holder remains a voucher participant, even after the units are renewed and become part of the PHA's baseline units.
Enhanced Vouchers	Total number of Tenant Protection vouchers reported above that are in use under the terms for enhanced vouchers. The number reported cannot exceed the number of units reported as Tenant Protection Vouchers.
Veterans Affairs Supportive Housing (VASH) Vouchers	Total number of vouchers under lease from initial or renewal funds awarded under the VASH program. Vouchers should be reported in this category only if the PHA has received an award under this program in FFY 2008 or later. A voucher is reported in this category as long as it is in use by an eligible program participant.
DHAP to HCV Vouchers Leased	The field captures the number of families leased up using DHAP to HCV conversion vouchers. These vouchers were awarded in 2009 and are subject to reconciliation. For months in CY 2009, the PHA should report the total number of families that were leased. For months in CY 2010, PHAS are only to report the total number of vouchers from the 2009 DHAP to HCV award where former DHAP families were issued their voucher prior to 1/1/2010, were actively seeking assistance as of 12/31/2009, were initially placed under HAP contract effective on or after January 1, 2010, and are under lease as of the first day of the reporting month. Vouchers leased for participants assisted via DHAP to HCV vouchers prior to 2010 and which are still receiving assistance are not reported in this section. These DHAP to HCV vouchers became regular Housing Choice vouchers on January 1, 2010, and their leasing is reported in the appropriate category above (All Other Vouchers, etc.).
All Other Vouchers	Total number of vouchers leased for all other purposes. Do not include any vouchers already reported in the other voucher categories above.



Form 52681-B Field Name	Definition
Total Vouchers	<p>Monthly totals of the following UML fields:</p> <ol style="list-style-type: none"> 1. Litigation 2. 1 Year Mainstream, 3. Homeownership 4. Moving to Work 5. Family Unification 6. 2008 and 2009 Family Unification 7. 2008 and 2009 Non-Elderly Disabled 8. Portable Voucher Paid 9. HOPE VI 10. Tenant Protection 11. Veterans Affairs Supportive Housing (VASH) Vouchers 12. DHAP to HCV Vouchers 13. All Other Vouchers <p>This is a calculated field and does not accept data entry from the user.</p>
Voucher Units – End of Month	
Number of vouchers under Lease (HAP Contract) on the last day of the Month	Total number of vouchers under lease on the “LAST” day of the month for all “13” categories listed above. This includes HAP contracts that expired that day
5 Year Mainstream Units (First of the Month)	
Mainstream 5-Year	The number of 5 Year Mainstream vouchers under lease. Vouchers should only be reported in this category if the PHA has received an award under the 5 year mainstream program, and should be reported in this category for the initial and all renewal terms.
HA Owned Units	
HA Owned Units Leased - included in the units leased	Total number of HA-owned units that are under lease in the Voucher program for the month; these units should also be included in the appropriate Voucher Units category(ies) above.
Temporary Housing Units to HCV Conversion	
Temporary Housing Units to HCV Conversion – Leasing	Number of vouchers leased this month from funding provided to convert assistance awarded under the Temporary Housing Unit program to the Housing Choice Voucher program
New Vouchers issued not under HAP contract as of LDOM	
Number of vouchers issued but not under active housing assistance payments (HAP) contract	This figure represents the total number of new vouchers issued and not yet under a HAP contract as of the last day of the reporting period. This figure excludes vouchers issued to participants who are currently under a HAP contract in one unit but have been issued a voucher to search for another unit to which they intend to move with continued voucher



Form 52681-B Field Name	Definition
as of the last day of the month	assistance.
Voucher HAP Expenses – First of the Month	
Litigation HAP	Total HAP expenses incurred for litigation voucher leasing reported in Units section
1 Year Mainstream HAP	Total HAP expenses incurred for 1 Year Mainstream voucher leasing as reported in Units section
Homeownership HAP	Total HAP expenses incurred for Homeownership vouchers reported in Units section
Moving To Work HAP	Total HAP expenses incurred for Moving to Work vouchers reported in the Moving to Work Unit section. Do not include in this section any expenses for purposes other than rental or homeownership assistance. If Moving to Work voucher funds are used for any purpose OTHER THAN rental or homeownership assistance under the Housing Choice Voucher Program, the PHA should identify those funds in the Comments field at the end of the form.
Family Unification HAP	Total HAP expenses incurred for Family Unification vouchers reported in the Units section.
2008 and 2009 Family Unification HAP	Total HAP expenses for vouchers leased this month from Family Unification Program awards made from FFY 2008 or 2009 appropriations reported in the Units section.
2008 and 2009 Non-Elderly Disabled HAP	Total HAP expenses for vouchers leased this month from Non-Elderly Disabled Program awards made from FFY 2008 or 2009 appropriations reported in the Units section.
Portable Vouchers Paid HAP	Total HAP expenses incurred for portability vouchers reported in the Units section. The HAP payments to be reported here are for port-outs for which the PHA is being billed by another PHA.
HOPE VI HAP	Total HAP expenses incurred for HOPE VI vouchers reported in the Units section.
Tenant Protection HAP	Total HAP expenses incurred for Tenant Protection vouchers reported in the Tenant Protection Units section.
Veterans Affairs Supportive Housing (VASH) HAP	Total HAP expenses incurred for VASH vouchers reported in the Units section
DHAP to HCV Vouchers HAP	Total HAP expenses for DHAP to HCV voucher leasing reported in the DHAP to HCV Vouchers Leased section.
All Other Vouchers HAP	Total amount of HAP expenses incurred for all other purposes. Do not include any HAP expenses already reported in the other Voucher HAP Expense categories above or for FSS Escrow Deposits below
FSS Escrow Deposits	Deposits to FSS participant escrow accounts made for this month
HAP Total	Monthly totals of the following HAP fields: 1. Litigation HAP



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	<ol style="list-style-type: none"> 2. 1 Year Mainstream HAP 3. Homeownership HAP 4. Moving to Work HAP 5. Family Unification HAP 6. 2008 and 2009 Family Unification HAP 7. 2008 and 2009 Non-Elderly Disabled HAP 8. Portable Voucher HAP 9. HOPE VI HAP 10. Tenant Protection HAP 11. All Other Vouchers HAP 12. Veterans Affairs Supportive Housing (VASH) Vouchers HAP 13. DHAP to HCV Vouchers HAP 14. FSS Escrow Deposits 15. All Vouchers HAP Expenses After the First of Month <p>This is a calculated field and does not accept data entry from the user. Note that the PHA should include as HAP in the appropriate categories any amounts expended for utility reimbursements.</p>
Voucher HAP Expenses After the First of the Month (Included in HAP Total)	
All Voucher HAP Expenses for Contracts Effective After the First of Month	Total amount of HAP expenses incurred for new contracts effective after the first of the month, for any categories above. This amount is included in HAP Total above.
Temporary Housing Units to HCV Conversion - HAP	
Temporary Housing Units to HCV Conversion - HAP	HAP costs for vouchers leased this month from funding provided to convert assistance awarded under the Temporary Housing Unit program to the Housing Choice Voucher program
5 Year Mainstream HAP Expenses (Entire Month)	
5 Year Mainstream HAP	Total amount of HAP expenses incurred for 5 Year Mainstream vouchers reported in Unit section
Income Interest or Other	
Interest or other income earned this month from the investment of HAP funds and Net Restricted Asset	Interest or other income earned this month from the investment of HAP funds and Net Restricted Assets
Memorandum Reporting	
Fraud Recovery – Total Collected this Month	Total dollar amount recouped by the HA as fraud recoveries during the month that is applied to the NRA account. This consists of the lesser of one-half the amount recovered or the total recovery minus the costs incurred by the PHA in the recovery. This amount should NOT be deducted from HAP



Form 52681-B Field Name	Definition
	Expenses as reported for the month in the HAP expenses section.
FSS Escrow Forfeitures	Total value of FSS escrow accounts forfeited by tenants during the month; forfeitures occur when the tenant violates or fails to complete the FSS contract. This amount should not be deducted from HAP expenses as reported for the month in the HAP Expenses section.
Portable HAP Costs Billed and Unpaid - 90 Days	Amount due to the HA for portable HAP costs billed to another agency at least 90 days prior to the end of the current reporting period and not yet paid by that other agency.
Net Restricted Assets (NRA) as of the last day of the month	NRA is the amount of Housing Assistance Payments (HAP) Equity for the HCV program through the PHA's fiscal year end (FYE). It is equal to total HAP revenue minus total HAP expense for eligible unit months leased on a calendar year basis. Total HAP expense should include expenses for regular vouchers as well as expenses for certain HCV special purpose vouchers including Non-Elderly Disabled (NED), Family Unification Program (FUP), HOPE VI, One Year Mainstream (MS1), Litigation, Tenant Protection (TP), and Homeownership. Total HAP revenue is defined as total funding eligibility for calendar years 2005 and later (including pro-rated renewal eligibility plus funding for incremental vouchers) minus any offsets for 2008 and 2009, and should equal the amount actually disbursed to the PHA. The amount reported must include all interest earned, fraud recovery portions returned to HAP, and Family Self-Sufficiency (FSS) forfeitures. Veterans Affairs Supportive Housing (VASH) NRA is not reported in this field. Those funds are tracked separately and the balance is reported in Line 1118 – Housing Assistance Payment Equity. The balance of this account will be carried forward on an annual basis beginning January 1, 2005, through the end of the most recent PHA fiscal year. Note: Negative amounts must be reported; however, if the PHA has a negative balance at the end of the calendar year the negative amount must not be carried forward to January of the following year. The PHA must start with a zero balance at the beginning of January for purposes of reporting in this field. PHAs are advised that although the negative amount is not carried forward to the following year the deficit incurred by the PHA is not forgiven nor will additional funds be provided to cover the shortage. The PHA is responsible for operating its program within the amount of funding provided. Negative amounts reported may result in a HUD review and corrective action may be warranted if it is determined the PHA expended any portion of its HAP funding on non-HAP eligible expenses.
Unrestricted Net Assets (UNA) as of the last day of the month	UNA is equal to total Administrative Fee (AF) revenue minus total HCV administrative expenses and any AF used for housing assistance payments (HAP) or other activities for Section 8 Tenant Based related purposes. UNA (referred to as "Administrative Fee Reserve" in the HCV program regulations) is the amount by which administrative fees paid by HUD for a PHA fiscal year exceeded the PHA administrative expenses for the fiscal year, plus any interest earned on the AF reserve (see 24 CFR 982.155(a)). This means that the total AF revenue used to calculate the UNA reported in this field does not include AF received during the current PHA FY, because excess AF received does not



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	<p>accumulate to the UNA until the end of the PHA's FY. The excess fees received during the PHA's current FY will not be reported in the UNA field until after the PHA's FYE. The monthly amount reported is the UNA balance at the beginning of the year plus any interest earned and fraud recovery allocated to the UNA account for the months in the current year. PHAs must include in this field their pre-2005 AF balance, formerly referred to as their operating reserve (also known as their AF reserve). PHAs are reminded of the differences regarding the allowable use of AF earned during the PHA's current fiscal year and the use of available UNA (depending on the source year). For guidance on eligible uses of AF and UNA please reference PIH Notice 2010-7 issued March 12, 2010.</p>
<p>Cash/Investments as of the last day of the month</p>	<p>Cash/Investments as of the last day of the month are the total amount of HAP and AF cash and investments for the HCV program. Amounts reported include all cash and investments as they relate to NRA and UNA balances as of the last PHA FYE, as well as any additional funds that may have been reported in the UNA and NRA fields through the month being reported. This total amount must include only those HAP and AF funds (including any interest or revenue derived) received for the HCV program, including interest earned, fraud recovery and Family Self-Sufficiency (FSS) forfeitures. Funds received for an FSS Coordinator and not expensed must not be included. Cash and investments for FSS escrows must not be included. MTW PHAs should report their financial information as required in their MTW Agreement.</p>
<p>Regular Portable Administered</p>	
<p>Portable Units Administered</p>	<p>Total number of vouchers which the HA is administering on behalf of an Initial HA under the portability provisions; the HA is billing the initial HA and has not absorbed the voucher participants into the HA's own program. A household reported in this category is NOT reported as a voucher participant for this HA in any other category. These are commonly referred to as "Port-Ins."</p>
<p>Total HAP for Portable Units Administered</p>	<p>HAP expenses attributable to the Portable Units Administered as reported above. These expenses are NOT included in the HA's total voucher HAP expenses elsewhere reported in VMS.</p>
<p>Disaster Relief – Non-KDHAP</p>	
<p>Disaster Portable Units Administered</p>	<p>Total number of vouchers assisting disaster victims which the HA is administering on behalf of an Initial HA under the portability provisions; the HA is billing the initial HA and has not absorbed the voucher participants into the HA's own program. This category should include those cases where voucher tenants are being assisted as voucher tenants, using non-KDHAP funds, but the excess voucher HAP costs are being billed to the initial HA.</p>
<p>Total HAP for Disaster Portable Units</p>	<p>HAP expenses attributable to the "Disaster Portable Units Administered."</p>



Form 52681-B Field Name	Definition
Administered	
Administrative Expenses	
Administrative Expense	Total administrative expenses incurred by the PHA for the Voucher Program. This amount excludes expenses covered by FSS Coordinator grants, Housing Conversion fees, Mobility Counseling and ROC fees, Preliminary Expenses and Portability Payment due from another Housing Authority
Audit	Total amount billed for the PHA's IPA audit, if incurred during this reporting cycle, excluding the accounting service fee. Report this amount only in the month that it occurred
FSS Coordinator Expenses	
FSS Coordinator Expense Covered by the FSS Grant	Total amount of FSS Coordinator and Benefits expenses incurred during the month which are paid from funds provided under an FSS Coordinator grant from HUD.
FSS Coordinator Expenses Not Covered by FSS Grant	Total amount of FSS Coordinator and Benefits expenses incurred during the month which are paid from funds other than those provided under an FSS Coordinator grant from HUD.
Other Activities	
Number of Hard to House Families Leased	The total number of families (current participants and new admissions) with three or more minors or with a disabled family member that moved to a new unit during the month. If entered, the reported value must be a positive, whole number only.
Number of LBP Initial Clearance Tests	The total number of initial lead-based paint clearance tests completed during the month. If entered, the reported value must be a positive, whole number only.
Number of LBP Risk Assessment	The total number of lead-based paint risk assessments completed during the month. If entered, the reported value must be a positive, whole number only.
Number of Vouchers Covered by Project-Based AHAPs and HAPs	The total number of vouchers the PHA has withheld from leasing to be available for a project-based HAP when executed and the total number of vouchers in use under a project-based contract.
Disaster Voucher Program	
DVP Families Assisted	Total number of families assisted under the DVP, excluding Homeless DVP families. These units are not reported on any other line.
New This Month	Number of first time families assisted under DVP this month, excluding Homeless families reported below. This number is included in the number of DVP Families Assisted, above.
DVP Homeless Families Assisted	Total number of Homeless families being assisted under DVP. These families are defined as families who were homeless immediately prior to the hurricane, not the result of the disaster (See DVP Guidance issued 02-17-05).
New This Month	Number of homeless families assisted under DVP for the first time this month. This number is



Form 52681-B Field Name	Definition
	included in the number of DVP Homeless Families Assisted, above.
Actual DVP HAP Provided	Total rental subsidy expense attributable to DVP families, excluding the amount reported below for Total Actual DVP HAP provided for Homeless Families. The total should include total DVP rental assistance (Rent to Owner and Utility Allowance) provided for the entire month, not just provided to families on the first of the month. Costs should be charged to the month for which rental assistance was provided, not the month in which it was paid.
Actual DVP HAP Provided for Homeless families	Rental subsidy expense attributable to DVP homeless families only. The total should include total DVP rental assistance (Rent to Owner and Utility Allowance) provided for the entire month, not just provided to families on the first of the month. Costs should be charged to the month for which rental assistance was provided, not the month in which it was paid.
Disaster Housing Assistance Program (DHAP)	
DHAP Families Assisted	Total number of families assisted under the DHAP. These families are not reported on any other line.
New This Month	Number of families assisted under DHAP for the first time this month. This number is included in the number of DHAP families Assisted as reported above.
HAP for Families Assisted	Rental subsidy expenses attributable to DHAP families. This total should include all rental assistance costs (rent to owner and utility allowance) for the entire month, not just the assistance provided as of the first of the month. Costs should be charged to the month for which rental assistance was provided, not the month in which it was paid. These costs are not reported on any other line
Disaster Housing Assistance Program (DHAP-IKE)	
DHAP-IKE Families Assisted	Total number of families assisted under the DHAP - IKE program for this month. These families are not reported on any other line.
New This Month	Number of first time families assisted under the DHAP - IKE program this month. This number is included in the number of DHAP - IKE Families Assisted, above.
HAP for Families Assisted	This is the total of the rent subsidy payments paid on behalf of DHAP - IKE families for the entire month, not just paid for families under DRSC on the first of the month. Costs are charged to the month for which the monthly rental assistance was provided, not the month in which it was paid. Do not include security deposit assistance or utility allowance assistance.
Security Deposits Paid	Total funds expended for DHAP - IKE Security Deposits during the month.
Utility Deposits Paid	Total funds expended for DHAP - IKE Utility Deposits during the month.
Security Deposits Returned	Total amount of funds returned to the PHA during the month as refunds of DHAP - IKE Security Deposits.
Utility Deposits Returned	Total amount of funds returned to the PHA during the month as refunds of DHAP - IKE Utility Deposits.



Form 52681-B Field Name	Definition
Other Expenses	
Expense Description 1	Description of other expenditures incurred by the HA for the Voucher Program, which the HA has been instructed to report.
Expense Amount 1	Other expenditures amount incurred by the HA for the Voucher Program, which the HA has been instructed to report.
Expense Description 2	Description of other expenditures incurred by the HA for the Voucher Program, which the HA has been instructed to report.
Expense Amount 2	Other expenditures amount incurred by the HA for the Voucher Program, which the HA has been instructed to report.
Expense Description 3	Description of other expenditures incurred by the HA for the Voucher Program, which the HA has been instructed to report.
Expense Amount 3	Other expenditures amount incurred by the HA for the Voucher Program, which the HA has been instructed to report.
Comments	
Comments	Comment field to allow PHA to explain their data entries or to provide specific information requested by HUD
Date	Displays the Current System Date and is generated by the system. If document is modified and saved or re-submitted the current date will be save on the record to identify date of update.